



DINESH NAUTIYAL

E-182 VISHWAS PARK UTTAM NAGAR NEW DELHI-110059
7827545893 | sosdinesh180180@gmail.com

Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

Experience

- **SMV Agency** 2017 - 2020
OFFICE EXECUTIVE

Education

- **CBSE** 2007
10th
- **CBSE** 2009
12th
- **DELHI UNIVERSITY** 2012
B.COM(HONS)

Languages

- English & Hindi

Skills

- Certificate Tally,MS office
- Knowledge of Hindi and English typing.

Personal Details

- Date of Birth : 14/04/1992
- Marital Status : Unmarried
- Nationality : INDIAN
- FATHER NAME : SH.JEET RAM NAUTIYAL

Job Responsibilities

- Maintains accounting database by entering data into the computer.
- Maintains accounting record and files ,book-keeping.